

San Gabriel Valley Inland Empire Intergroup (SGVIE)
BOARD MEETING
 Saturday, August 13, 2022 - 9:47 AM

#	TOPIC	DISCUSSION	RESPONSIBLE PARTY
1	Welcome/Call to Order	Shelby M called the meeting to order with the Serenity Prayer	Shelby M, Volunteer leader (Chair position currently open)
2	Roll Call	<p><u>Board Members: 5 of 15 elected board members were present</u> Chair - OPEN Vice Chair - OPEN Zoom Leader - Lance S Secretary - Charlotte C (absent) Treasurer - Janice B Meeting Liaison - OPEN Literature - Teri L R2 Delegate - Lorraine S Public information - Shelby M Special Events - My N (absent) 12 Steps within - OPEN Briefs Coordinator - Sandy D Professional Outreach - OPEN Facilities Manager - Lorraine S Call Forwarding & Recycling - Susan T Webmaster - Shelby M</p> <p><u>Intergroup Representatives: 2 of 26 IG reps</u> Susan T - 3 Phone Meetings (Mon/Tues/Thurs), Cindy S - Sat am meeting, Sylmara - Wednesday 7am meeting</p> <p><u>Members at large</u> Sandy</p>	Charlotte C - Secretary (absent)
3	12 Steps	Cindy S read the 12 steps	--
4	12 Traditions	Teri L read the 12 Traditions	--
5	12 Concepts of Service	Shelby M read the 12 Concepts	--
6	Review/Approval of Minutes	Cindy S made a motion to approve the July meeting minutes. Seconded by Teri L and unanimously voted to accept minutes.	Charlotte C - Secretary (absent)
Committee Reports			
a.	Chair	Shelby M acting as temporary chair, no report.	OPEN
b.	Vice Chair	OPEN POSITION / NO REPORT	OPEN
b.	Zoom/Hybrid Equip Leader	Lance S says there is no new information regarding Zoom/Hybrid equipment to report. Only one "bombing" incident reported recently and it was handled quickly. Most meetings are returning people that are recognized so the 2nd level of security has not been necessary. Sandy D said that she stills sees them on the Wed night meetings sometimes but she says she's able to get them out quickly. Lance wants to confirm that he is posting the Saturday mornings and occasionally the ladies night recordings when asked to do so. All other recordings are not being posted. And all events are also posted.	Lance S - Zoom Leader

b.1	Facility Manager	<p>Lorraine S checked on and made a motion to convert the landline office phone to a cel phone with Boost Mobile: 1) There will be a cost to purchase a phone from them and 2) It will be a monthly fee of \$35 for 6 mos, then it drops to \$30 a mo from 7 mos on with good payment history. Standard cel service. We can keep our same phone number. Sylmara seconded the motion. Floor open for discussion, 1st from Cindy S who mentioned the loss of landline may be problematic for emergency calls there at the SGVIE room should they be needed. Sandry D mentioned that Spectrum might be cheaper. Susan T questioned the current landline cost and said Consumer Celular may also be better pricing. Janice said she agreed that we could probably find a cheaper service for basic phone and voicemail which is all we will need. She asked who would be signing up for this since the contract would have to be in an individual's name. Lorraine S said that she would sign up for it as the "Facilities Manager" and request that the debit card be used to pay. Janice said that using the debit card should not be a problem. She also said to answer the question about current cost from Spectrum would include both internet & landline together, Janice checked and the cost of just the phone is \$40 a month & internet is almost \$95. Shelby M suggested tableing the issue until more research is completed, maybe do 3 side by side comparisons (benefits/negatives) before deciding. Lorainne requested a copy of the last Edison bill to investigate the cost of that bill with Edison, she thinks it is much higher than it should be now that the room is not being used that often and she will inquire with them regarding tips to save on the electric bill. Janice said that Edison billed us twice last month due to their billing cycle which would explain the monthly cost increase for last month. Lorainne S still would like to see the bills and has the info regarding the email to where the bills are being sent and will look for them. Cindy S asked about keys to the office, wanted clarification on who should have keys. Cindy wanted to know if she could get a key for supplies from the office so the room could be put back to the way it was before, IE: Coffee supplies. Confirmed that she was monitoring all of the keys. The new meeting list has been updated in paper form by Lorraine S but the website version needs to be updated, Shelby M said that she can and preferred to update the website as needed. (continued below)</p>	Lorraine S
	Facility Manager	<p>Facility Manager continued: The OA.org updating our meetings list discussed, Lorraine said that she has been updating but proposed that 5 to 6 volunteers could be updating there and she could show them how to do it. Shelby said that training for updating the SGVIE website can be done for anyone that wants to learn "we're recruiting" since right now there is alot to do to keep it current. Teri L asked about the literature box and were it went, Janice said it was taken down and is probably in the office, she said that all money whould be going in envelopes and into the treasurers box instead. Dee updated the group that she has a key so she can clean the bathroom, Lorainne confirmed. Sandy D volunteered to pitch in for "emergency back up" to help Shelby with SGVIE website updating. Lorainne proposed the idea of hiring someone to update the OA.org website. Sandy offered to do the updating for Lorainne on the OA.org website and they will speak after the meeting. Lance said that the OA.org website is not easy to navigate and Shelby said that between Sandy D, Lance, Lorainne & herself they could split up the meetings and get them in properly. Lorainne said she would contact everyone next week to orchestrate. Cindy said that all information needs to be correct, she will proof read before to make sure it is all correct, Shelby said that the project of doing that is now complete by Lorraine recently.</p>	
c.	Secretary	<p>no report (absent) Teri L mentioned that she had posted the minutes for the July 9th meeting in the room as requested by Charlotte. Cindy had clarified that the agenda is to be used to update new and old business monthly.</p>	Charlotte C - Secretary (absent)
d.	Treasurer	<p>Janice B sent out July's reporting last Thursday. We need to be looking for a new Treasurer when Janice's term is over. Janice said that she would be available to train now thru that time but that she wuld not be available to train in 2023. New business item propossed for next meeting, discussion about SGVIE to maintain non-profit status because if we maintain the non-profit status we will need to hire a professional due to the paperwork involved (the burdon of paperwork for non-profit status is significantly higher) If we do not maintain the volunteer status a volunteer can do what needs to be done for SGVIE. To be brought up in the next meeting. Shelby asked if there was any benefit to maintaining the non-profit status. Janice said there really was no benefit, only for tax reasons that have not been utilized by the members. Shelby said "DonerBox" is less expensive w/ the non-profit status. Checking account was switched to a regular in 2019 and as long as we maintain a \$5,000 amount we avoid the \$16 a month fee. Janice said that a group concious is needed on this. Teri L wanted to say posted the May, June & JULy are now posted in the SGVIE room. Cindy said that for the July financial report, page one of the report was missing the overview of the bank account balance that generally reflected categories. Janice will revise and resend it. It is on the exel doc but not the print out. Total balance is \$4,682.94 with a Retreat fund \$2,500 and \$2,182.94 is our prudent reserve, goal of prudent reserve is \$2,500. Cindy said that it was voted over a year ago on and prudent reserve was \$2,800 (by laws state that we have 2 months for Prudent reserve), Janice said that it's been for the past year \$2,500. No motion, Shelby recommended the discussion be moved to offline. Lorainne requested a pro and con side to the topics for the next month's conversation re: new business. Janice will report both pro's & con's for discussion for next month regarding non-profit.</p>	Janice B - Treasurer

e.	Public Info	Shelby said that she is preparing and posting items to Facebook & Instagram soon.	Public Information - Shelby M
e.1	Phone net	Susan T reported since the last board meeting 3 men called and 7 women called, 10 calls total. Susan said she's feeling really on top of things. She said that no message overnight have been received. She has been returning calls even if no message is left and she said it's working great. Majority of people are looking for in person meetings. She emphasised the need for current and correct meeting information. (like hers, she keeps up to date by communicating w/ people) Most are coming from another intergroup. Lots of people looking for sponsors. Susan brought up reasons to keep landlines, system working well now. Susan said that recycling made \$36 last month and it's going great, thank you to those that are participating.	Phone tree - Susan T

e.2	Webmaster	Shelby M said that the Website was recently updated with workshops and all of the minutes & treasurers reporting has now been up loaded of whatever was sent to her, also sent out a link to where they are located on the website. Shelby asked if anyone had access to the "dropbox or google docs" said she no longer has access and metioned the need for SGVIE to have one location to keep all SGVIE electronic files and have it centralized. She said she will look into options for that purpose.	Web - Shelby M
f.	Literature	Teri L reported that she has not ordered any new literature, she said she's just keeping an eye on what is in the cabinet. She said it was requested that she order the "4th Step Inventory Guide" Brochure and "For Today" but was waiting for feedback from the group in case there were any other needs. Lance asked if "Voices of Recovery" was available, Teri L said she would check. Teri checked, there is a 2nd edition now available and she will order.	Literature - Teri L
g	Special Events	no report - absent	Special Events coordinator - My N (absent)
h	Twelve Step Within	OPEN POSITION / NO REPORT	12 Steps Within (Open)
i	Briefs	Sandy D thank you for the updated meeting info and phone #'s. Next briefs are set for release at the end of August since she has plans to be away for September. Working on the next set of briefs as well. If anyone any updates or suggestions please contact her. Cindy recomended that we utilize the front page of the upcoming briefs not only the open positions but also the job descriptions for these positions, she offered to write up this up for the September/October briefs. Cindy described a half page with an attachment of the job descriptions and an overview of all of the board positions and their responsibilities. Sandy D said that would be no problem, Shelby said it is also on the website and that it was 10 pages long so email attachment would be ok, but having one printed for the room would be best. Shelby offered to send it to Sandy. Sandy M told her that she can give her a call if she needs any of the info discussed re: upcoming elections. She also reported info regarding the upcoming Birthday party in LA, she said it is planned to be in person and online, more info to come in October.	Briefs - Sandy D
j	R-2 Representative	Lorraine S attended the R-2 convention. She said she looking for "Business" for meetings but she didn't see that, she said she did attend several workshops that were good and helpful for her recovery. She was able to use zoom to attend because at the last minute they agreed to let them log in as Hawaii, no expenses used. The next event is the "Fall Assembly" October 21st thru the 23rd at the Double tree in Burlingame near San Francisco she said she is planning to attend and will submit forms for expenses.	R2 Delegate-Lorraine S
k	Meeting Liaison	OPEN POSITION / NO REPORT	Meeting Liaison (Open)
m	Professional Outreach	OPEN POSITION / NO REPORT	Professional Outreach (Open)

7	Intergroup Representative Sharing	Cindy nothing to report for Saturday 8:15am morning meetings. Susan T - 3 Phone Meetings (Mon/Tues/Thurs) Monday noon meeting will continue as a phone meeting with a new world service number Face to Face will begin Sept 5th, Tuesday 10am in Claremont Big Book meeting will be moving to SGVIE, Thursday meeting staying a phone meeting.	Intergroup Representatives
8	New Business	1) Non-Profit Status pro's & con's 2) proposal of temporary rent reduction to incentivize in person meetings back to the SGVIE room	Entire Board
9	Old Business:	1) Unfilled board positions discussed 2) Landline phone vs cel phone	Entire Board
10	SGVIE Volunteers	No volunteer for next month's Chair of meeting discussed	Shelby M, Volunteer leader (Chair position currently open)
11	Close Meeting	Shelby M ended the meeting with the Serenity Prayer	Shelby M, Volunteer leader (Chair position currently open)
Charlotte C Secretary, Revision Dated September 2, 2022			

Attachments: September 2022 Meeting Agenda